

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 13-213

AIR FORCE MATERIEL COMMAND

Supplement 1

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Space, Missile, Command, and Control

AIRFIELD MANAGEMENT

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(Mr William G. Christensen)
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(Col William E. Goodwin)
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This supplement implements Air Force Policy Directive (PD) 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*, and Air Force Instruction (AFI) 13-213. It expands on the guidance provided in AFI 13-213. It applies to all AFMC organizations that operate or administer functions and facilities for military base operations. This supplement does not apply to Air National Guard or Air Force Reserve units and members.

SUMMARY OF REVISIONS

Changes are too numerous to list individually, review the entire supplement. This supplement incorporates applicable requirements, information, and procedures. It eliminates unnecessary guidance and empowers units to individually design and administer self-supporting operational procedures and training programs.

AFI 13-213, 1 August 1997, is supplemented as follows:

1.2. Send all waiver requests through HQ AFMC/DOAF, 4225 Logistics Ave, Suite 2, Wright-Patterson AFB OH 45433-5714.

1.3.2.3. The following are the hours of operation for AFMC base operations facilities that are open less than 24 hours:

- Hill AFB UT 0600L - 2200L (7 days)
- Kelly AFB TX 0600L - 2200L (7 days)
- McClellan AFB CA 0700L - 1900L (7 days)
- Eglin Aux. Field 3 (Duke Field) 0900L - 0000L (Mon thru Fri, closed weekends & Hol)
- Kirtland AFB NM 0645L - 2100L (Mon thru Fri) 0800L - 1700L (Sat & Sun)

1.3.3.1. For AFMC organizations without an assigned operations group commander (OG/CC), the host wing commander will be the endorsing level for all waiver requests submitted to the MAJCOM.

1.3.3.6. Aircrew transportation must be provided to all transient aircrews.

1.3.4.1. (Added) The AOF/CC will ensure a cooperative effort involving the CAM and the TERPS specialist is established to determine the impact of all proposed maintenance, construction, and installation projects affecting the airfield.

2.2.5.1.5. (Added) Base operations manning level issues will be briefed at the AOB.

2.2.5.1.6. (Added) Briefs recent airfield management activities (active/passive) in support of the local Bird Aircraft Strike Hazard (BASH) plan. Identifies airfield related problems encountered, and/or bird/animal trends documented during daily airfield inspections/checks. Ensures current FLIP entries are updated regarding bird/animal cautions. Ensures BASH status, including the status of bioacoustic/pyrotechnic equipment, is included as an agenda item at all AOB meetings. Ensures AOB meeting minutes reflect any BASH related issues/problems.

2.2.7. Positive control refers to personnel required to work and/or drive on the airfield who are to receive training or a briefing, or are to be escorted on the airfield. Base operations personnel will not be tasked to provide escort to personnel requiring entry to the airfield.

2.2.8. Ensures current airfield and BASH status is relayed to local and tenant flying units as well as all airfield operations facilities.

2.2.14. AFMC Form 459, **Aircrew Quality of Service Questionnaire**, or a locally produced equivalent, shall be made available in a conspicuous area of base operations, for aircrews to evaluate the quality of service AFMC organizations are providing. The operational support commander or designated representative will be responsible for monitoring this program and providing feedback to the applicable organizations. Maintain these forms for a minimum of one year. Surveys of unit, tenant pilots, and aircrews should be routinely conducted to determine quality of existing facilities, programs, and services. This data can be used to provide additional support and justification for funding of airfield/equipment repair and or upgrade (rubber removal, signs, lighting, painting, ops vehicle, sweeper, flight planning room, etc.).

2.3.1.2. (Note) A joint airfield inspection will be conducted quarterly with, as a minimum, the CAM, AOF/CC, TERPS, safety, and CE representatives participating. Results of this quarterly inspection will be briefed at the AOB.

2.3.2.1.7. (Added) An airfield check will be accomplished when any agency reports bird activity on, near, or around the airfield. A check of the airfield will also be performed whenever airfield management/base ops is notified of an active runway change. Included, but not limited to this check, will be an inspection of the arrival and departure end of the newly designated runway for airborne, standing, roosting, or grazing birds.

2.4.5.1. Airfield management personnel in conjunction with the BHWG and the unit's flying safety office will accomplish the self-inspection checklist in AFPAM 91-212, *Bird Aircraft Strike Hazard (BASH)*, attachment 2. This checklist shall be accomplished as a minimum annually, or prior to the start of bird migration periods. Results of this checklist will be briefed to members of the AOB. A copy of the BHWG meeting minutes reflecting completion of this checklist will be forwarded to HQ AFMC/DOAF, 4225 Logistics Ave, Suite 2, Wright-Patterson AFB OH 45433-5714.

2.4.5.4. (Added) FOD control. Includes, but not limited to, issues such as flightline access roads, vehicle FOD checks, dedicated airfield sweeper support, and construction areas.

2.5.1. Airfield managers tasked with bird dispersal according to the local BASH plan will, as a minimum, ensure bioacoustic equipment is installed in the airfield management vehicle. Pyrotechnic and/or bioacoustic devices must be readily available so that airfield management personnel, who are trained and tasked for bird dispersal, can respond to bird activity on or around the airfield in a timely manner. Refer to AFPAM 91-212 for implementing an effective bird aircraft strike hazard reduction program.

3.3.1. Ensure a telephone patch capability exists either in base operations or command post so that pilots or aircrew members of airborne emergency aircraft may communicate, if required, directly with technical assistance personnel.

3.3.4. Combat crew communications is not a function of airfield management.

3.3.6.1. Aircraft movements are recorded daily on AFMC Form 226, **Aircraft Traffic Log**, a locally produced equivalent, or an HQ AFMC/DOAF approved computer generated process. Units will maintain these logs for a minimum of 90 days.

3.4.1.2. The use of 3 level personnel assigned to base operations will be addressed and validated during the monthly AOF Training Review Board.

3.4.2. For AFMC units without OG/CCs, the host wing commander will be the waiver authority. Submit a copy of all wing or operations group commander approved waivers to HQ AFMC/DOAF, 4225 Logistics Ave, Suite 2, Wright-Patterson AFB OH 45433-5714.

3.4.3. HQ AFMC/DOAF must coordinate on all waiver requests to AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*, requirements.

3.5.7. The local flying safety office will be responsible for assisting base operations personnel in developing and maintaining the "BASH Area Display" in the flight planning room.

3.5.9. Paper copies of NOTAMS do not have to be posted if a fully functional Automated Weather Distribution System (AWDS) is readily available.

3.5.12.5. (Added) AF Form 853, **Air Force Bird Strike Report**.

4.3.3.7. Radio procedure training will stress the use of the word "OFF" in lieu of the term "Clear."

4.3.4.1. POV authorization on the flightline is discouraged and shall be kept to an absolute minimum. Airfield Managers will issue decals/temporary passes of local manufacture to all nongovernment vehicles (POV/contractor) that require access to the airfield. Individuals requiring POV authorization on the flightline, must justify issuance annually to the Chief, Airfield Management.

4.3.8. Submit an AF Form 651, **Hazardous Air Traffic Report**, when an aircraft operation (i.e., arrival, departure, taxi) is involved. Use an AF Form 457, **USAF Hazard Report**, when no aircraft are involved.

5.1.2. Eglin, Edwards, Kirtland, McClellan, Robins, and Kelly AFBs are not required to maintain a decelerometer or report RCRs.

6.1.1. Approval authority for airfield restrictions of seven days or less is granted to the Wing Commander of each AFMC organization. Submit requests for all airfield restrictions in excess of seven days to HQ AFMC/DOA for approval. All approval requests submitted to HQ AFMC/DOA must indicate Wing CC concurrence. The AOF/CC will inform HQ AFMC/DOAF of all airfield restrictions lasting over twenty

four (24) hours. Coordinate all restrictions with local and tenant flying units to deconflict mission scheduling. Procedures outlined in paras 6.2 and 6.3, basic AFI 13-213 must also be adhered to.

6.2.1.1. For all airfield restrictions exceeding six months in duration, forward wing/CC approved documentation to HQ AFMC/DOAF.

6.5.2. Units requesting MAJCOM/DO approval to conduct flight operations with Base Operations or ATC Tower facilities closed, must have Wing Commander concurrence prior to submitting the request. All operational impacts identified in AFI 13-213, paras 6.5.2.1.1 thru 6.5.2.8.3 must be addressed and included as a part the waiver package submittal. The waiver package will also include and address specific agencies accepting responsibilities for conducting an airfield check of the primary taxiway and runway for obvious signs of FOD, debris, birds, animals, vehicles, etc.

8.3.3. The following AFIs should be included as part of the training reference file:

- AFPD 36-4, *Air Force Civilian Training and Education*
- AFI 36-401, Employee Training and Development
- AFI 36-502, Managing Civilian Personnel Resources
- AFMAN 36-606 Vol 1, Air Force Civilian Career Program Management
- AFMAN 36-606 Vol 2, Air Force Civilian Career Program Management

8.3.5.5. (Added) Identify projected and completed formal and informal career field related courses, classes, and conferences. (BASH, FOD, AAAE, MAJCOM, FAA, etc.)

8.3.8. Brief the results of this review and document completion at the monthly TRB.

8.3.9. All airfield management (including contractor) personnel will complete this written or practical testing. Results of this testing will be briefed and documented at the TRB.

8.3.12. All newly assigned airfield management personnel will receive local checkout training as identified in the unit training program. Civilian and military training records will be documented to indicate successful accomplishment of this requirement.

8.3.13. 5 and/or 7 level CDCs will be provided to DoD civilian employees at their request.

8.3.16. All AFMC base operations personnel, including the CAM, shall have a training record established.

8.4. Forms Prescribed. AFMC 226 and AFMC Form 459.

MITCHELL D. CARY
Deputy Director of Operations